



SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS
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I. SUMMARY

The Southern California Association of Governments (SCAG), in partnership with City of Los Angeles, Department of Transportation, is soliciting proposals in response to Request for Proposal (RFP) No. 18-001-B38, Vision Zero Education Campaign - Community-Based Outreach.

In April 2016, SCAG's Regional Council adopted the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS): A Plan for Mobility, Accessibility, Sustainability and a High Quality of Life. The RTP/SCS is the culmination of a multi-year effort, involving stakeholders from across the SCAG Region, to guide regional planning policy through the integration of land use planning and transportation investment decision-making. For more information on the RTP/SCS, visit <http://www.scag.ca.gov/> and <http://scagrtpscs.net>.

The Sustainability Planning Grant (SPG) Program is a key SCAG initiative for implementing the RTP/SCS, combining Integrated Land Use assistance for integrated land use and transportation planning with new Green Region Initiative assistance aimed at local sustainability and Active Transportation assistance for bicycle and pedestrian planning efforts. SPG Projects are intended to provide SCAG-member jurisdictions the resources to implement regional policies at the local level, focusing on voluntary efforts that will meet local needs and contribute to implementing the RTP/SCS, reducing greenhouse gas (GHG) emissions, and providing the range of local and regional benefits outlined in the RTP/SCS.

Consultant products for Sustainability Planning Grant projects should include, where applicable, specific, implementable guidance on RTP/SCS-supportive transportation and land use policy changes. This should include, but not be limited to, recommendations on sustainability-oriented General Plan updates, zoning code amendments, transit-oriented development (TOD) districts, main street revitalization, climate action planning, open streets events, complete-streets and active transportation planning.

SCAG, local governments and partner organizations are seeking creative and forward-thinking consultant services. Consultants will "work for" the local governments, on locally-directed projects and SCAG will be responsible for consultant costs and consultant contract management. For more information on the SCAG Sustainability Program, visit <http://sustain.scag.ca.gov>.

This RFP is one of approximately 65 projects that are part of SCAG's Sustainability Planning Grant program and are subject to availability of funding. Please note, that some of these project RFPs may be released directly by the applicants. A list of all planned projects is included as Attachment 10.

You are prohibited from discussing any sustainability project with city or partner organization staff, as this may disqualify you from submitting a proposal.

The RFP is comprised of the following parts presented herein as Attachments:

Attachment 1 – Proposal Information, Organization, and Content
Attachment 2 – Scope of Work
Attachment 3 – Proposal/Interview Evaluation Form
Attachment 4 – Line Item Budget (Cost Proposal)
Attachment 5 – Debarment and Suspension Certification
Attachment 6 – Conflict of Interest Form
Attachment 7 – Disadvantaged Business Enterprise (DBE)
Attachment 8 – Vendor Information
Attachment 9 – Notice Regarding California Public Records Act
Attachment 10 – List of Sustainability Projects

II. PROPOSAL TIME LINE (Subject to Change)	DATE	TIME (Pacific Standard)
RFP Released	February 8, 2018	
Deadline to Submit Questions to Contracts Administrator	February 16, 2018	5:00 p.m.
Posting of Answers to Questions (if any)	February 21, 2018	5:00 p.m.
Proposal Due Date	March 7, 2018	10:00 a.m.
Evaluation of Proposals	Week of March 12	
Consultant Interviews	Week of March 19	
Final Selection	April 2, 2018	
Contract Execution/NTP	May 1, 2018	

III. PROPOSAL SUBMISSION

Upload one (1) PDF copy of your proposal (**file cannot exceed 10MB and should be one complete document without multiple parts**) into SCAG's solicitation management system (PlanetBids) at <http://www.planetbids.com/portal/portal.cfm?CompanyID=14434#>. You **MUST** upload your submittal via PlanetBids. No other means of submission shall be accepted by SCAG. If you need assistance, contact the Contracts Administrator identified in Section IV below before the Due Date/Time (allow sufficient time before the due Date/Time).

SCAG must receive proposals by the Proposal Due Date/Time (time to be determined by SCAG's/PlanetBids time clock). Any proposal received after the Proposal Due Date/Time will be rejected.

All submissions are considered a matter of public record.

Note: "proposer," "consultant," and "firm" may be used interchangeably throughout this document.

IV. CONTRACTS ADMINISTRATOR

Lori J. Tapp, C.P.M., Contracts Administrator
Southern California Association of Governments
900 Wilshire Blvd., Ste. 1700
Los Angeles, CA 90017
(213) 236-1957
Email: tapp@scag.ca.gov

The Contracts Administrator is the only person to contact during the selection process, and may be contacted at any time during the process.

V. QUESTIONS AND ANSWERS

Questions must be submitted in writing to the attention of the Contracts Administrator. Answers to the questions will be posted on SCAG's solicitation management system under the corresponding RFP typically no later than three (3) working days after the deadline to submit questions.

VI. CONTRACT TYPE

Contract Type: Cost Plus Fixed Fee. Consultants must propose in United States currency and shall be paid with the same.

Funding for this project is contingent upon availability of funds at the time of contract award. As directed by the Regional Council, it is SCAG's policy not to disclose a project's budget.

VII. PERIOD OF PERFORMANCE

The maximum period of performance for this contract is 12 months.

VIII. DBE PROGRAM

This procurement does not require DBE participation and there is no specific numerical DBE goal assigned to this project. However, proposers are encouraged to make every reasonable effort to solicit DBE firms to participate as subcontractors, service providers, and suppliers on this project. See Attachment 9 for additional information.

IX. SELECTION PROCESS

1. Proposals will be ranked in accordance with the criteria described in Attachment 3.
2. Proposers may or may not be invited for an interview.
3. SCAG does not reimburse proposers for any cost of proposal preparation (including but not limited to parking, printing, postage, travel, etc.), even in the event of RFP cancellation.
4. Communication between the proposer and any member of the Proposal Review Committee during the selection process is prohibited, except when and in the manner expressly authorized in this RFP. Violation of this restriction is grounds for disqualification.
5. SCAG shall award the contract for this RFP to the firm that it deems to have provided the best value to SCAG or the firm SCAG deems to be the best qualified for contract award (or both).

6. Every proposal submitted is considered a firm offer that must be valid for a minimum of ninety (90) calendar days.
7. All proposers should be aware of the Insurance Requirements for contract award. The Certificate of Insurance must be provided by the successful proposer prior to contract award. A contract may not be awarded if insurance requirements are not met. The insurance requirements may be viewed on SCAG's website at: <http://scag.ca.gov/business/> under Section 43 of SCAG's Contract Template.

Endorsements for the following are necessary as a part of meeting the insurance requirements:

- Commercial General Liability
- Business Auto Liability
- Workers' Compensation/Employer's Liability

Endorsements shall include:

- Additional Insured
- Primary, Non-Contributory
- Waiver of Subrogation
- Notice of Cancellation

THE ENDORSEMENTS TO ALL OF THE POLICIES MUST BE ATTACHED TO THE CERTIFICATE OF INSURANCE.

8. The successful proposer will be required to sign SCAG's standard Contract Template (available at <http://scag.ca.gov/business/>) in order to receive the contract award. **Proposer must identify in their proposal the specific requested modification(s), if any, to the terms and conditions in SCAG's Contract Template.** Any request to modify the terms and conditions must also include an explanation or reason for the proposed change. **If the proposer does not include the specific requested modification(s) along with the explanation or reason for the proposed change at the time they submit their proposal, SCAG shall not consider, review, allow or accept any deviation from the terms and conditions of SCAG's Contract Template.** If SCAG is unable to negotiate final contract terms and conditions that are acceptable to SCAG, SCAG reserves the right to award the contract to another proposer.

Please be advised that, SCAG may only consider minor modifications that clarify clauses in its existing contract template, and shall not entertain making major/substantive changes to or removing any clause, specifically:

10. Invoicing for Payment
11. Invoicing Format and Content
15. Penalty
18. Work Products and Related Work Materials
19. Ownership, Confidentiality, and Use of Work Products
27. Indemnity
43. Insurance

CONTRACT LANGUAGE IS SUBJECT TO CHANGE BY SCAG PRIOR TO CONTRACT EXECUTION.

9. SCAG shall only award a contract to a offeror who SCAG determines has an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 2 CFR Part 200, and 48 CFR Part 31.

X. SCAG RIGHTS

1. SCAG reserves the right to:
 - A. Disqualify any and all proposals that are not submitted in accordance with the required format described in this RFP;
 - B. Disqualify any and all proposals that don't comply with SCAG's Conflict of Interest Policy;
 - C. Reject any and all proposals submitted;
 - D. Waive what SCAG deems to be a minor irregularity in a firm's submission;
 - E. Request additional information;
 - F. Award all or part of the work contemplated in this RFP;
 - G. Remedy errors in the RFP;
 - H. Cancel the entire RFP;
 - I. Issue subsequent RFP;
 - J. Approve or reject the use of a particular subconsultant/supplier;
 - K. Negotiate with any, all or none of the proposers. If SCAG is unable to negotiate final contract terms and conditions that are acceptable to SCAG, SCAG reserves the right to award the contract to another proposer;
 - L. Award a contract to other than the lowest priced proposal;
 - M. Award a contract without interviews, discussions or negotiations;
 - N. Award a contract to one or more proposers;
 - O. Only award a contract or any portion thereof to a firm that possesses a valid business license. Firms **must** possess the license from any city or state by the RFP due date. SCAG must be provided with a copy of this license, if requested; and
 - P. Only award a contract or any portion thereof to a firm that passes any references checks.
2. If applicable, SCAG reserves the right to have software developed under SCAG's contract, not incorporate proprietary and/or third party software components. This does not preclude the development of deliverables which interface with commonly-available off-the-shelf software. However, consultants must determine in advance whether SCAG already has, or is willing to procure, appropriate licenses for any proprietary and/or third party software that would be required. Consultants must also provide the impacts of any enhancements and upgrades. SCAG will require delivery of documentation and source code for all electronic intellectual property developed under a SCAG contract prior to releasing final payment to the consultant.

XI. NOTIFICATION OF RIGHT TO PROTEST CONTRACT AWARD

Proposers have the right to protest the contract award in compliance with SCAG's Policy on Contract Award Protests, which can be viewed online at SCAG internet home page www.scag.ca.gov under "Doing Business with SCAG." A written protest must be filed with SCAG's Executive Director, or designee (Chief Operating Officer or Deputy Executive Director) within five (5) working days after posting of the Notice of Intent to Award. SCAG will not accept any verbal protests. The protest must be a detailed, written statement of the protest

grounds and reference the RFP number and name of the designated Contracts Administrator. The protest must be submitted to SCAG's Executive Director or his designee (Deputy Director) via certified mail using the following address:

Executive Director
Southern California Association of Governments
900 Wilshire Blvd, Suite 1700
Los Angeles, CA 90017-3435

The contract award is held up when SCAG's Executive Director or designee receives the protest on time. The contract may not be awarded until the protest is either withdrawn or SCAG's Executive Director or designee has rendered a decision.

PROPOSAL INFORMATION, ORGANIZATION, AND CONTENT

All proposals shall contain the following information, at a minimum:

1. TITLE PAGE

Provide the following on the Title Page:

- RFP Number
- Title of the Project
- Name and Address of Firm
- Phone Number of Firm - **Do not include non-business (personal) phone numbers or address in as this information may become public under the California Public Records Act** (see Attachment 9)
- Prime Contact Person
- Email Address of the Prime Contact Person
- Signature of the Individual Authorized/Obligated to Commit the Firm to this Project

Cover letter should be addressed to the attention of the Proposal Review Committee

2. TABLE OF CONTENTS

- A clear identification of the materials by section and page numbers.

3. TECHNICAL APPROACH

- A statement and discussion of the project objectives, concerns, and key issues.
- The technical approach for performing the tasks must include a detailed Scope of Work along with the process for executing the requirements and objectives of the project.
- A discussion of the difficulties expected or anticipated in performing the tasks, along with a discussion of how the consultant proposes to overcome or mitigate against those difficulties.
- A detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the project, milestones, and significant events.
- A statement of the extent to which the consultant's proposed approach and Scope of Work will meet or exceed the stated objectives discussed in this RFP. Furthermore, a discussion of how the consultant would modify the project, and/or schedule to better meet these objectives.

4. LINE ITEM BUDGET (COST PROPOSAL)

- Proposals **must** include a Line Item Budget in the format and detail shown in Attachment 4 (in United States currency). The same detailed budget is required of each subconsultant. Be sure to show the total price proposed for the entire project as a separate amount (TOTAL only), as well as the detail required in Attachment 4.

5. PROFILE OF FIRM

- A statement indicating if the firm is local or national and a summary of representative experience relevant to the work described in the Scope of Work for this RFP.
- The location and telephone number of the office from which the work is to be done.
- Identification of the individuals who will perform the work, including officers, project manager and key staff. State the time commitment and include resumes for key individuals. **Do not include social security numbers, non-business (personal) phone numbers or address in a resume as this information may become public under the California Public Records Act** (see Attachment 9).

6. **REFERENCES**

- Provide a list of at least three references, including the names of contact persons within the firms. References should not include any SCAG staff or SCAG Regional Council Members.

7. **REQUIRED FORMS**

- The Debarment and Suspension Certification (Attachment 5) **must be fully completed by all parties to the proposal (prime and all subconsultants).**
- The SCAG Conflict of Interest Form (Attachment 6) **must be fully completed by all parties to the proposal (prime and all subconsultants).**
- All proposers must ensure that they have fully completed a Vendor Information Form (Attachment 8).
- All proposers must fully complete the Notice Regarding California Public Records Act (Attachment 9) – regardless of whether or not proposer is requesting to exempt proposal from disclosure under the California Public Records Act.

The selected consultant may be required to complete a Federal Form W-9 (for payment purposes) which may also be obtained on-line at www.scag.ca.gov under “Doing Business with SCAG.”

IMPORTANT NOTE:

The selected consultant (awardee) must be prepared to provide SCAG any of the following documents if requested:

- Time Sheet (that must account for the total activity for which each employee is compensated not just SCAG time)
- Payroll register
- Indirect cost audit
- U.S. federal tax return

BACKGROUND

In August 2015, Mayor Eric Garcetti launched the [Los Angeles Vision Zero Initiative](#), with the goal of eliminating traffic deaths in Los Angeles by 2025. In launching this initiative, Los Angeles joined dozens of cities in an international movement. Vision Zero promotes a culture of shared responsibility for the transportation system, so that crashes do not result in death and serious injury. Ultimately, Los Angeles is aiming to make Los Angeles streets safer for everyone.

Los Angeles Department of Transportation (LADOT) is seeking to reduce the likelihood of death and severe injury through strategic, data-driven approaches to engineering and education, all with a commitment to community engagement, equity, and evaluation. This multi-faceted strategy requires a sharp and intentional focus on the root-causes of traffic deaths. It requires LADOT to forge strategic partnerships between government agencies, Community-Based Organizations (CBOs), and the people of Los Angeles to build awareness and change behavior. LADOT's Vision Zero efforts help reinforce and expand the reach of SCAG's *Go Human* campaign, which addresses the high numbers of traffic crashes resulting in death and serious injury throughout the region. LADOT's efforts are also consistent with the active transportation safety/encouragement campaign strategy included in SCAG's 2016 Regional Transportation Plan/Sustainable Communities Strategy.

In 2016, LADOT's Vision Zero partnered with two Coro Fellows who were tasked with drafting the Vision Zero Education Strategy,¹ a robust education, communication, and outreach plan. The focus of the strategy was two-fold:

- Raise awareness around the issues of traffic safety and the impacts of dangerous behavior.
- Change behavior among key demographic areas.

After the release of the Vision Zero Action Plan in 2017,² LADOT launched the following education and outreach campaigns:

- Community-based campaign partnering with local nonprofits to develop creative traffic safety campaigns that were culturally relevant and language appropriate. Campaigns involved week-long art activations in areas with the highest rates of fatal and severe injuries. This work concluded in June 2017. The project scope detailed in this RFP covers a modified second round of the community-based campaign.
- Traditional citywide media campaign that ran ads on radio, out of home, and digital platforms. LADOT tested the messaging of these ads, then targeted placement of ads to areas with the highest rates of fatal and severe injuries and to demographics most responsible for traffic fatalities. Digital ads launched in July 2017 and continued through the Fall 2017. LADOT's consultant for this campaign is conducting a citywide poll to assess how well the campaign raised awareness of Vision Zero and to benchmark current regional understanding of traffic safety. LADOT is also working with SCAG to update campaign creative that may be incorporated within the scope of this RFP as well as other concurrent media and engagement efforts.

¹ http://visionzero-prod.azurewebsites.net/wp-content/uploads/2016/06/VZ_Com_Strategy.pdf

² <https://ladot.maps.arcgis.com/apps/Cascade/index.html?appid=08f9539abeff495fba281faa2b6cd197>

LADOT recognizes that CBOs are much more equipped to develop compelling narratives around traffic safety that speak to the diverse voices and experiences of Angelenos.

PROJECT OVERVIEW

LADOT seeks to build on the success of past campaign work to reach Los Angeles' most vulnerable communities. LADOT and SCAG seek a Consultant to implement Vision Zero Community-Based Education Year 2. Year 2 will focus exclusively on Southwest Los Angeles (primarily Council Districts 8 and 9), where Angelenos have experienced the highest rates of death and severe injury than other parts of the city. Maps of these Southwest Los Angeles regions can be accessed online.³ LADOT recognizes that Vision Zero's success rests on local leaders championing change in their communities. A partnership with local, trusted voices is an essential building block for a continued, quality engagement between LADOT and the communities that it serves. The Consultant will serve two functions: empower and train local voices in Southwest Los Angeles, focusing on the "each-one-teach-one" model of community-based education; and support local leaders to implement a community-driven education campaign. The Consultant and local leaders will develop a creative community-based education campaign that includes interactive approaches to engage and inform residents. Details about the Los Angeles Vision Zero Safety Study can be found online.⁴

OBJECTIVES

- Continue leveraging a leadership development format that includes Vision Zero messaging, advocacy, organizing, community engagement, and the connection between transportation and social equity.
- Support local leaders to develop a community-driven Vision Zero education campaign aimed at changing traffic behavior.
- Develop a database of community members that champion Vision Zero in Southwest Los Angeles.
- Through five street teams, create interactive cultural interventions that **build upon** the Vision Zero message in Southwest Los Angeles. Examples include, but are not limited to: arts/culture-infused community events that incorporate walking, biking, and driving along the corridor for at least 40 hours within one week. These interventions should not supplant traditional outreach and engagement efforts around Vision Zero messaging. These should be low-cost creative activities meant to reach new audiences regarding Vision Zero.
- Meaningfully engage at least 2,500 people with Vision Zero messaging. Meaningful engagement is signified by the collection of contact information for those who have participated in Vision Zero community engagement activities.
- At least one Community-Based Organization (CBO) will support the objectives through staffing, outreach efforts, education, and innovative countermeasures on Los Angeles priority corridors.⁵
- Support local leaders in making presentations and providing information on Vision Zero at local

³ <http://navigatela.lacity.org/common/mapgallery/cd.cfm>

⁴ <https://view.joomag.com/vision-zero-safety-study/0065798001485405769?short>

⁵ http://visionzero-prod.azurewebsites.net/wp-content/uploads/2016/05/CityofLA_HIN_V2.pdf

schools, churches, community forums, and existing community-based activities.

SUBCONTRACTING

Proposers are encouraged to consider partnering with at least one CBO that has experience in the Southwest Los Angeles region. The CBO does not need to have transportation or mobility experience. However, they must be familiar with Southwest Los Angeles residents, schools, churches, local organizations, local Council Office, and other community stakeholders. The CBO must be able to provide proof of 501(c)3 status prior to execution of the agreement.

PROJECT DURATION

The duration of this project is expected to be 12 months.

Project Roles and Responsibilities

The Consultant's Project Manager shall manage the Consultant's team to ensure that it completes all work and obligations described in the Scope of Work.

The Consultant will be required to work closely with the Vision Zero Core Team, which includes the Vision Zero Alliance, LADOT, LAPD, Los Angeles County Department of Public Health, and other city department partners. This body meets on a bi-weekly basis to discuss ongoing Vision Zero activity and will provide strategic support, as needed. The Consultant will be required to attend these bi-weekly meetings in person or via teleconference.

LADOT's Project Director will provide strategic oversight and direction of the Scope of Work. LADOT's Project Manager will provide direct oversight of tasks to ensure that the Consultant is meeting staffing, timeline, budget, and work product targets and deliverables described in the Scope of Work.

SCAG will review and approve Consultant's invoices and provide oversight of all contract administration matters.

Deliverables

The Consultant shall provide high quality written deliverables that are professionally organized, concise yet comprehensive, and free of typographical, spelling, and grammatical errors.

The Consultant shall provide deliverables in accordance with the schedule detailed below.

PROJECT SCOPE

Task 1: Project Management

1.1 Project Kick-off Meeting

The Consultant shall organize and develop the agenda and materials for the Kick-off meeting with LADOT staff and SCAG Project Manager. Administrative items will be discussed, such as communication protocol, meeting frequency, progress reporting, scheduling and invoicing, and other relevant project management issues. The Consultant shall provide a summary of the meeting with key action items identified.

1.2 Budget & Schedule

The Consultant shall complete the tasks within budget and schedule, as detailed below. The Consultant shall submit monthly invoices, including progress reports in compliance with SCAG's invoicing requirements; and monitor the project schedule and budget to ensure key milestones and deliverables are met.

1.3 Project Manager Meetings

Monthly Project Manager status meetings via teleconference to ensure regular and consistent communication on upcoming tasks, identifying potential risks and challenges to success. Participants in the monthly meetings shall include: SCAG Project Manager, LADOT Project Manager, and the Consultant Project Manager. The Project Manager meetings will occur to ensure the project adheres to schedule and remains within budget, and expectations are defined. The Consultant will develop the agenda and prepare a summary of monthly meeting notes. The meeting notes should not exceed 2-pages and will include a defined list of decisions, actions, and a responsible party. The Consultant is responsible for providing agendas two (2) business days in advance of every meeting and minutes/notes within three (3) business days following every meeting.

Task Deliverables

- 1.1 Kick-off Meeting Attendance & Notes
- 1.2 Monthly Invoices and Progress Reports
- 1.3 Monthly Project Manager Status Meeting and Meeting Notes

Task 2: Strategic Project Development

The Consultant will be responsible for strategic project development necessary to complete the project including the subtasks below. The goal of Strategic Project Development is to develop a plan to meaningfully engage with 2,500 community members.

2.1 Leadership Training Outline and Program

The Consultant will develop a community leadership training program on Vision Zero. The leadership training program will be produced in the form of a written report and corresponding presentation/s. The report will include goals and objectives of the leadership program, a description/biography of facilitators, a list of target leaders who will participate, and coursework that will be included in the training program. An outline will be provided to the LADOT and SCAG Project Managers for review and discussion prior to development of the full program.

2.2 Community-Based Education Campaign Outline and Report

As part of the leadership development program, the Consultant and leaders will develop their community-based education campaign to meaningfully engage residents in Southwest Los Angeles (Council Districts 8 and 9, CD8 and CD9) around Vision Zero and traffic safety. The planned campaign efforts will be presented as a written report, with a corresponding presentation/s. The report will include descriptions of five (5) low-cost interactive culturally relevant engagement events focused on traffic safety and Vision Zero. The report will also include a description of engagement exercises around traffic safety. An outline will be provided to the LADOT and SCAG Project Manager for review and discussion prior to development of the full campaign report.

Task Deliverables

- 2.1 Outline, written report, and presentation/s on leadership training program
- 2.2 Outline, written report, and presentation/s on community-based education campaign and interactive installations

Task 3: Community Education, Outreach and Engagement

While the Consultant will be held responsible for the success of these deliverables, the Consultant shall work to empower local leaders to champion implementation and execution.

3.1 Leadership Training Program

The Consultant will be responsible for implementing a leadership training program. The Consultant shall train no fewer than 25 local leaders in the CD 8/9 region. The Consultant shall host training sessions during nights and/or weekends (whatever is most convenient for local leaders). Training sessions shall occur once a week for 12 weeks, unless an alternative schedule is approved by LADOT and SCAG.

3.2 Five (5) Interactive Engagement Events

The Consultant and community leaders shall facilitate five interactive, community-based events that focus on traffic safety messages. All event interventions, corresponding with community events, must be approved by the Council Offices (CD 8/9) and must be appropriately permitted, by the Consultant, through the City of Los Angeles. The installations and associated permitting processes should be low cost. Interventions may include: pedestrian safety displays, demonstrations of traffic safety improvements, high-visibility public engagement strategies, and others as approved by LADOT and SCAG.

3.3 Database of Supportive Community Members

The Consultant and local leaders shall collect contact information from community members that support Vision Zero. Contact information shall be collected from people who explicitly support Vision Zero goals. The Consultant will be expected to reach 2,500 supporters of Vision Zero in Southwest Los Angeles. Information on supportive community members may also be obtained from surveys or pledge cards where contact information is provided.

3.4 Estimated Engagement

The Consultant and community leaders shall track the number of people who engage in activities over the course of this project. This may include estimated number of attendees at community presentations (schools, churches, local organizations, other standing community meetings), estimated number of event attendees that interacted with the Vision Zero table, estimated number of doors knocked from canvassing efforts, and estimated number of people who received Vision Zero information from a street canvass. The Consultant will be expected to reach at least 2,500 community members. The Consultant will provide a summary engagement report.

Task Deliverables

- 3.1 Attendance sheets and presentation copies from training sessions
- 3.2 Proof of five (5) interactive engagement events (photos, videos, social media activities).
- 3.3 Contact Database of Supporters
- 3.4 Community Engagement Summary Report

Task 4: Educational Materials and Printing

The Consultant shall be responsible for developing and printing brochures, pamphlets, fliers, posters, signs, and banners associated with grant activities.

4.1 Develop and print educational materials

All items printed shall include a traffic safety message and shall be approved by LADOT and SCAG Program Managers at least one week before items need to be sent to a printer. Consultant should budget for the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations.

Task Deliverables

- 4.1 Brochures, pamphlets, fliers, posters, signs and banners

Task 5: Evaluation

The Consultant shall be responsible for evaluating the effectiveness of the program.

Task 5.1: Evaluation

The Consultant will oversee pre-implementation surveys and post-implementation surveys to measure the impact of this campaign. The Consultant will develop surveys that are approved by LADOT and SCAG. The Consultant will work with community leaders to collect surveys from the community. The Consultant will collect at least 500 surveys for pre-implementation and 500 for post-implementation. Surveys need not be conducted in-person or intercept surveys. This task may also be completed via telephone poll of zip codes in Southeast Los Angeles. The Consultant will also track social media impressions with an aim of achieving 1 million impressions during this campaign. The goal of this task is to evaluate how much the Vision Zero message permeated the larger Southwest Los Angeles region.

Task 5.2: Final Report and Presentation

The Consultant will draft a final report and presentation-ready materials, with insights from local leaders, reflecting on the success and challenges of all tasks with recommendations on how to improve the program. The Consultant will work with LADOT and SCAG on the specifics of the report before it is published, including an outline of contents. The report shall also include recommendations for how to carry forward Vision Zero in Southwest Los Angeles and implications for implementation in other parts of the City.

Task Deliverable

- 5.1 Surveys and pre- and post- evaluation survey results
- 5.2 Final report and presentation

PROPOSAL/INTERVIEW EVALUATION FORM**RFP No. 18-001-B38**

Sustainability Project: _____

Partner Organization: **LADOT** _____

Consultant Name: _____

Evaluation Criteria	Max. Possible Points	Points Earned		Comments
		Proposal	Interview	
<u>SATISFIES REQUIREMENTS</u> <ul style="list-style-type: none"> • Tasks & approach clearly described • Project intent has been met 	25			Strength(s): Weakness(es):
<u>INCLUSIVE OUTREACH</u> <ul style="list-style-type: none"> • Creative/innovative approach • Ability to communicate with underserved communities 	25			Strength(s): Weakness(es):
<u>CONSULTANT FIRMS:</u> <u>Prime Consultant:</u> <ul style="list-style-type: none"> • Experience with similar project of the same size and scope • Familiar with local issues <u>Sub-Consultant(s)- as applicable:</u> <ul style="list-style-type: none"> • Each sub provides unique service(s) to the team • Subs are fully capable of performing their tasks 	20			Strength(s): Weakness(es):
<u>PROJECT MANAGEMENT</u> <ul style="list-style-type: none"> • Realistic schedule with available resources • Good Prime/Sub integration 	10			Strength(s): Weakness(es):
<u>PROJECT COST</u> <ul style="list-style-type: none"> • Realistic cost and value for services to be performed (not necessarily lowest) 	20			Strength(s): Weakness(es):
<u>REFERENCES</u> Similar projects completed on time and within budget	Pass/ Fail			
TOTAL	100			

Name of Evaluator (print): _____ Agency: _____

Signature of Evaluator: _____ Date: _____

LINE ITEM BUDGET (Cost Proposal) INSTRUCTIONS

1. SCAG uses the Line Item Budget to assess the fairness and reasonableness of a proposer's costs. Once SCAG awards a contract, the negotiated Line Item Budget serves as the basis for reimbursing the proposer (includes Cost Plus as well as Fixed Price contracts).
2. SCAG shall only award a contract to a offeror who SCAG determines has an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.
3. **All proposers must submit a Line Item Budget using the exact format shown on the following page, or may risk having their proposal disqualified.** Further, a Line Item Budget must be submitted for each subconsultant regardless of dollar value of the subcontract. The Line Item Budget (Attachment 5) template may be downloaded from SCAG's website at: <http://www.scag.ca.gov/business/index.htm>.

Disclaimer – Each proposer is responsible for all mathematical calculations and information provided on the Line Item Budget template.

4. Many items that may be normal business costs and tax deductible may not be allowable under Federal and State contract rules (e.g., dues, advertising, contributions, bad debts, interest expense, meals, and entertainment). For a complete listing, see 48 CFR Part 31 and 2 CFR Part 200 or successors thereto.

All costs must be allowable and consistent with Federal cost principles under 2 CFR Part 200 or successors thereto. Please be aware that the cost-plus-a-percentage-of-cost bid/offer method, where the proposer's profit is a percentage of the reimbursed costs on a project, is not allowed under Federal rules. Also, **contingency fees are not allowed.**

5. Costs shall be structured as follows:

A. Direct Labor:

- Direct labor, overhead, and fringe benefits must be shown as separate dollar amounts (United States currency) in the Line Item Budget. Prior to contract award, proposer (awardee) must substantiate the rate (i.e., with payroll register or similar, or U.S. federal tax return...) if SCAG requests it. Only include employees (i.e., staff that you will issue a W-2 to). Do not include sub-consultants in your Direct Labor (or Overhead, Fee and Other Direct Costs). Include all cost for sub-consultants under the Sub-consultants category.
- Identify Key Personnel by both name and title (e.g., Mary Smith, Sr. Planner). Place an asterisk (*) next to the name(s) of any Key Personnel. Other professional or support/administrative staff may be identified by title only.
- The labor rate quoted for each position in the Line Item Budget must be the maximum rate that is expected to be paid during the term of the contract, inclusive of any rate increase (e.g. merit, cost-of-living, etc.). If SCAG awards a Cost Plus Fixed Fee contract, **SCAG will only pay the selected consultant the actual rate paid to the person in a position, and all rates must be traceable to and supported by payroll records.**
- Note: For Firm Fixed Priced (FFP) contracts, SCAG uses the labor and overhead rates quoted in the proposer's Line Item Budget to evaluate the proposed price for each task and cumulatively. Once SCAG has negotiated a final Line Item Budget, during the life of the contract, SCAG intends to pay the selected consultant upon completion of each task (unless otherwise agreed to),

regardless of the actual cost to complete the task, provided the cost is allowable and allocable, and complies with federal rules and regulations.

B. Overhead:

- The overhead rate quoted must be the rate that is expected for each Fiscal Year during the life of the contract. Prior to contract award, proposer (awardee) must substantiate the rate (i.e., with an indirect cost audit or U.S. federal tax return...) if SCAG requests it.

C. Fixed Fee:

- Fee/Profit is calculated on Direct Labor, Overhead and Fringe Benefits only, not on Subconsultants or Other Direct Costs. Prior to contract award, proposer (awardee) must substantiate the fee if SCAG requests it.

D. Other Direct Costs (ODCs):

- ODCs must be fully substantiated prior to contract award. If the contract is subject to a pre-award audit (see bullet 6 below), SCAG will review support for ODCs similar to that done for Direct Labor, Overhead, and Fringe Benefits. If SCAG awards a Cost Plus Fixed Fee contract, during the life of the contract, SCAG will require back-up documentation with the monthly invoices to substantiate ODCs.
- All travel costs must be reasonable, and are limited to those rates stated under California's State Department of Personnel Administration rules, (subject to change) posted at: <http://www.dot.ca.gov/hq/asc/travel/ch12/1consultant.htm>

E. Subconsultants:

- Identify the Direct Labor, Overhead, Fixed Fee and ODCs in the same format as for the Prime.

6. SCAG's Pre-award Audit Requirements are as follows:

Contracts less than \$250,000 may require a pre-award audit; those at \$250,000 or more will require a pre-award audit. SCAG's pre-award audit requirements are available at <http://www.scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx>. The selected consultant (awardee) must be prepared to provide an indirect cost audit or U.S. federal tax return, if SCAG requests.

LINE ITEM BUDGET

Consultant: ABC Company
 1234 Main Street, Suite 100
 Los Angeles, CA 90000
 (213) 555-5555

Title of RFP: _____

RFP Number: _____

Cost Categories	Maximum Hourly Rate	Task 1		Task 2		Task 3		Task 4		Task 5		Task 6		Task 7		Task 8		Task 9		Task 10		Grand Total (All Tasks)	
		TBD		TBD		TBD		TBD		TBD		TBD		TBD		TBD		TBD		TBD			
		Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
<u>Direct Labor Classification(s):</u>																							\$0
A. Person, Sr. Planner	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Subtotal - Direct Labor		0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
<u>Overhead & Fringe (inc. G&A):</u>																							\$0
			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
Subtotal - Overhead & Fringe (inc G&A):			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
<u>Fixed Fee</u>																							\$0
			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
Subtotal - Fixed Fee:			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
<u>Other Direct Costs (ODCs)</u>																							\$0
Travel	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Printing – Directly Chargeable Only	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Other	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Other	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Subconsultant(s)*																							\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
	\$ -		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Subtotal - ODCs:			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
Grand Total		0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0

* if you anticipate the use of subconsultants, use a copy of this template to identify subconsultant cost detail by task in a similar fashion and input final figures under each subconsultant (Hours & Amount by tasks involved)

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29 DEBARMENT AND SUSPENSION CERTIFICATION

RFP No. 18-001-B38

- 1) All persons or firms, including subconsultants, must complete this certification and certify, under penalty of perjury, that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b) Have not, within the three (3) year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
 - d) Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, and local) terminated for cause or default.
- 2) If such persons or firms later become aware of any information contradicting the statements of paragraph (1), they will promptly provide that information to SCAG.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining proposer/bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of actions.

Name of Firm

Signature (original signature required)

Date

SCAG CONFLICT OF INTEREST FORM

RFP No. 18-001-B38

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: _____

Name of Preparer: _____

Project Title: _____

RFP Number: _____ **Date Submitted:** _____

SECTION II: QUESTIONS

- During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

☐ **YES** ☐ **NO**

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

☐ **YES** ☐ **NO**

If “yes,” please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

☐ **YES** ☐ **NO**

If “yes,” please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

☐ **YES** ☐ **NO**

If “yes,” please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

1. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

☐ YES ☐ NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) _____, hereby declare that I am the (position or title) _____ of (firm name) _____, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated _____ is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

Signature of Person Certifying for Proposer
(original signature required)

Date

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

DISADVANTAGED BUSINESS ENTERPRISE INFORMATION

RFP No. 18-001-B38

The requirements of 49 Code of Federal Regulations (CFR) Part 26 applies to this RFP.

DBEs and other small businesses are strongly encouraged to participate in the performance of Agreements financed in whole or in part with federal funds (See 49 CFR 26, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs”). The Consultant should ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

DBE DEFINITION

A DBE is a-for-profit “small business concern” that is at least 51 percent owned and controlled by one or more socially and economically disadvantaged individuals. One or more such individuals must also control the management and daily business operations. These individuals must be citizens (or lawfully admitted permanent residents) of the United States and (1) any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis, or (2) who are either Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, women, or any other group found to be socially and economically disadvantaged by the Small Business Administration.

DBE PARTICIPATION AND GENERAL INFORMATION

It is the proposer’s responsibility to be fully informed regarding their requirements of 49 CFR, Part 26. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP)
- B. A certified DBE may participate as a prime consultant, subconsultant, or as a vendor of material or supplies.
- C. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55; that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing, and supervising the work.
- D. A prime consultant who is a certified DBE is eligible to claim all of the work in the Agreement toward the DBE participation except that portion of the work to be performed by non-DBE subconsultant.

DBE CONTRACT GOAL

SCAG has not established a goal for this contract. However, proposers are encouraged to obtain DBE participation for this contract.

DBE SOURCES

Consultants interested in locating DBE subconsultants may refer to the following source:

Statewide DBE Database of the CUCP (California Unified Certification Program):

<http://www.californiaucp.com/>

Click on “Directory”

Also, the following agency may be contacted for assistance in locating DBE firms in California:

Caltrans Office of Certification

1-866-810-6346

DBE CERTIFICATION

The DBE firm must hold a current California Unified Certification Program (CUCP) DBE certification at the time of proposal submission. DBE certifications outside of California will not be accepted. Firms that are DBE certified outside of California may apply for a CUCP DBE certification by contacting one of the certifying agencies listed at: <http://californiaucp.org/>



Vendor Information

SECTION 1. GENERAL CONTACT INFORMATION

Primary Contact _____
 Title _____
 Telephone No. _____ Fax No. _____
 E-mail Address _____
 Company Website Address _____

SECTION 2. REMITTANCE ADDRESS (IF DIFFERENT FROM FORM W-9)

Company Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone No. _____ Fax No. _____

SECTION 3 PROPOSER'S/BIDDER'S LIST INFORMATION (REQUIRED)

Is your firm a Disadvantaged Business Enterprise (DBE)? ☐ Yes ☐ No

As defined in Title 49 Part 26.11 of the Code of Federal Regulations, complete the required information below regardless of whether your firm is a DBE or non-DBE:

Age of Firm: _____

Annual Gross Receipts (select one):

☐ Less than \$1 Million ☐ \$5 Million – \$10 Million ☐ \$15 Million – \$17.4 Million
☐ \$1 Million – \$ 5 Million ☐ \$10 Million – \$15 Million ☐ \$17.4 Million +

A COPY OF THE FIRMS DBE CERTIFICATION MUST BE PROVIDED TO QUALIFY AS A DBE.

For vendors located within the Southern California region, certification must be from one of the agencies listed below.

CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Civil Rights MS 79, 1823 14th Street ,Sacramento, CA 95814
 Phone: (916) 324-1700 or (866) 810-6346, Fax: (916) 324-1862, website: caltrans.ca.gov

CITY OF LOS ANGELES

Office of Contract Compliance, Centralized Certification
 1149 S. Broadway Street, Suite 300, Los Angeles, CA 90015
 Phone:(213) 847-6480, Fax: (213) 847-5566, website: bca.lacity.org

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO)

Diversity and Economic Opportunity Department
 One Gateway Plaza, Los Angeles, CA 90012
 Phone: (213) 922-2600, Fax: (213) 922-7660, website: mta.net

If you believe you qualify as a DBE but are not certified, you may want to contact one of the certifying agencies listed at <http://californiaucp.org/> to initiate the certification process.

SECTION 4. COMMODITY CODE

Check all boxes of the commodity codes that apply to your company's particular areas of expertise.

General Goods & Services					
✓	NIGP	DESCRIPTION	✓	NIGP	DESCRIPTION
<input type="checkbox"/>	60001	Painters	<input type="checkbox"/>	60204	Telecommunications
<input type="checkbox"/>	60007	Electrical	<input type="checkbox"/>	60233	Appliances
<input type="checkbox"/>	60008	Plumbing	<input type="checkbox"/>	60400	Audio Visual Equipment
<input type="checkbox"/>	60009	Small General Contractors	<input type="checkbox"/>	60401	Audio Visual Supplies
<input type="checkbox"/>	60016	Security Systems	<input type="checkbox"/>	60402	Video Equipment
<input type="checkbox"/>	60017	H V A C Contractors	<input type="checkbox"/>	60545	Moving & Storage
<input type="checkbox"/>	60030	Sound Systems & Electronics	<input type="checkbox"/>	60637	Lease – Equipment
<input type="checkbox"/>	60102	Postage & Courier Services	<input type="checkbox"/>	60637.1	Lease – Building
<input type="checkbox"/>	60102.1	Postage Machines	<input type="checkbox"/>	60638	Maintenance Agreement
<input type="checkbox"/>	60104	Memberships(Professional)	<input type="checkbox"/>	60640	Copiers/Mimeo/Dupl.
<input type="checkbox"/>	60105	Subscriptions (Periodicals)	<input type="checkbox"/>	60670	Furniture – Office
<input type="checkbox"/>	60200	Computer Hardware	<input type="checkbox"/>	60700	Typewriters & Supplies
<input type="checkbox"/>	60201	Computer Software	<input type="checkbox"/>	60701	Office Machines
<input type="checkbox"/>	60202	Computer Supplies	<input type="checkbox"/>	60702	Office Machine Supplies
<input type="checkbox"/>	60203	Computer Services	<input type="checkbox"/>	60710	Stationary Supplies
<input type="checkbox"/>	Other				

Professional/Consulting Services

✓	NIGP	DESCRIPTION	✓	NIGP	DESCRIPTION	✓	NIGP	DESCRIPTION
<input type="checkbox"/>	60012	Architects, Engineer	<input type="checkbox"/>	91840	Employee Benefits Consulting	<input type="checkbox"/>	91892.1	Growth Visioning Planning
<input type="checkbox"/>	90868	Project Management	<input type="checkbox"/>	91843	Environmental Consulting	<input type="checkbox"/>	91893	Security/Safety Consulting
<input type="checkbox"/>	91804	Accounting/Auditing/Budgeting	<input type="checkbox"/>	91846	Feasibility Studies	<input type="checkbox"/>	91894	Traffic Consulting
<input type="checkbox"/>	91804.1	Organizational, Financial, & Performance Audits/Project Management Services	<input type="checkbox"/>	91849	Finance/Economic Consulting	<input type="checkbox"/>	91895	Telecommunications Consulting
<input type="checkbox"/>	91806	Administrative Consulting	<input type="checkbox"/>	91858	Government Consulting	<input type="checkbox"/>	91896	Transportation Planning Consulting
<input type="checkbox"/>	91806.1	Administrative Services	<input type="checkbox"/>	91858.1	Government Relations	<input type="checkbox"/>	91896.1	Highway Corridor Analysis
<input type="checkbox"/>	91812	Modeling-Analytical Studies & Surveys	<input type="checkbox"/>	91858.2	Institutional Analysis	<input type="checkbox"/>	91896.2	Rail Planning & Analysis
<input type="checkbox"/>	91812.1	Survey and Data Collection	<input type="checkbox"/>	91863	Housing Consulting	<input type="checkbox"/>	91896.3	Transit & Non-motorized Planning & Analysis
<input type="checkbox"/>	91812.2	Travel Demand Model Improvement	<input type="checkbox"/>	91865	Human Relations Consulting	<input type="checkbox"/>	91896.4	Transportation Management & Coordination
<input type="checkbox"/>	91812.3	Geographic Information System	<input type="checkbox"/>	91866	Human Resources Consulting	<input type="checkbox"/>	91896.5	Truck Lane Analysis/Goods Movement
<input type="checkbox"/>	91812.4	Software Support for Studies & Surveys	<input type="checkbox"/>	91866.1	Executive Search	<input type="checkbox"/>	91896.6	Transportation Financing
<input type="checkbox"/>	91812.5	Regional Data Systems	<input type="checkbox"/>	91866.2	Insurance Broker Services	<input type="checkbox"/>	91896.7	Transportation & Economic Development
<input type="checkbox"/>	91817	Aviation Consulting	<input type="checkbox"/>	91874	Legal Consulting	<input type="checkbox"/>	91896.8	Transportation Investment Analysis
<input type="checkbox"/>	91826	Communications: Public Relations Consulting	<input type="checkbox"/>	91874.1	Legislative Services	<input type="checkbox"/>	91896.9	Transportation Modeling Support
<input type="checkbox"/>	91828	Computer Hardware Consulting	<input type="checkbox"/>	91874.2	Alternative Dispute Resolution	<input type="checkbox"/>	91897	Gas, Water, Electric Consulting
<input type="checkbox"/>	91828.1	Computer Service Center	<input type="checkbox"/>	91875	Management Consulting	<input type="checkbox"/>	91897.1	Air Quality Planning & Modeling
<input type="checkbox"/>	91829	Computer Software Consulting	<input type="checkbox"/>	91875.1	Organization & Staff Development	<input type="checkbox"/>	91897.2	Water Supply Analysis
<input type="checkbox"/>	91829.1	Information Systems	<input type="checkbox"/>	91876	Marketing Consulting	<input type="checkbox"/>	96175	Translation Services
<input type="checkbox"/>	91829.2	Unix Systems Support	<input type="checkbox"/>	91876.1	Social Economic Impact Analysis	<input type="checkbox"/>	91892	Urban Planning Consulting
<input type="checkbox"/>	91829.3	Macintosh Computer Technical Support	<input type="checkbox"/>	91876.2	Social Justice/Equity Analysis			
<input type="checkbox"/>	91837	Economy Analysis Consulting	<input type="checkbox"/>	91879	Minority & Small Business Consulting			
<input type="checkbox"/>	91838	Education & Training Consulting	<input type="checkbox"/>	91883	Organizational Development Consulting			
<input type="checkbox"/>	Other		<input type="checkbox"/>	91885	Personnel/Employment Consulting			

SECTION 5. FORM SUBMISSION

Include this form in your proposal

Notice Regarding California Public Records Act

Section ① - Summary

A proposal submitted in response to this RFP will be subject to public disclosure pursuant to the California Public Records Act, Cal. Gov. Code section 6250 et. seq., (the "Act"). The Act provides generally that all records relating to a public agency's business are open to public inspection and copying, unless specifically exempt from public disclosure under one of several exemptions set forth in the Act. If you believe that any portion of your proposal is exempt from disclosure under the California Public Records Act, you **must**: 1). Mark such portion "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY," within your proposal; 2). Complete Section ② below, and 3). Include this Attachment 10 in your submittal, or your proposal will be subject to public disclosure under the Act. Proposals marked "TRADE SECRET," "CONFIDENTIAL," OR "PROPRIETARY" in their entirety will not be honored, and SCAG will not deny public disclosure of proposals so marked. By submitting a proposal with specific material marked "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY," you represent you have a good faith belief that the material is exempt from disclosure under the Act; however, such designations will not necessarily be conclusive. You may be required to further justify in writing why such material should not, upon request, be disclosed by SCAG under the Act. Fee and pricing proposals are not considered "TRADE SECRETS", "CONFIDENTIAL", or "PROPRIETARY".

If SCAG denies disclosure, then by submitting your proposal you agree to reimburse SCAG for, and to indemnify, defend, and hold harmless SCAG, its officers, fiduciaries, employees, and agents from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses including, without limitation, attorneys' fees, expenses and court costs of any nature whatsoever (collectively, "Claims") arising from, in connection with, or relating to SCAG's non-disclosure. By submitting your proposal, you also agree to defend, indemnify, and hold harmless SCAG from and against any and all Claims arising from, in connection with, or relating to SCAG's public disclosure of any such designated portions of your proposal if SCAG reasonably determines disclosure is deemed required by law, or if disclosure is ordered by a court of competent jurisdiction.

Section ② - Exemption Request

Page Number of Proposal	Brief Explanation for the Exemption Under the Act and any Other Comments

Attach additional pages as necessary

☐ Check here if proposer claims no exemption

Signature: _____

Date: _____

SCAG Sustainability Planning Grant (SPG) Program – Planned Grant Projects

Fiscal Year 16-17, Fiscal Year 17-18 and Fiscal Year 18-19

RFPs for SCAG’s Sustainability Planning Grant (SPG) program will be released as SCAG finalizes scopes of work with local jurisdictions. Specific release dates for each RFP have not been established. It is estimated that 10-15 RFPs will be released each quarter. Two or more related projects may be combined into a single RFP. In some cases, RFPs may be issued by the partner organization. The timeline, and the list of planned projects, is subject to change without notice.

Proposers are encouraged to review the list of planned projects and determine which RFPs, if any, will be most appropriate to respond to. Consideration should be given to the consultant firms’ and teams’ capacity to complete the requested work. For SPG projects, contract execution and project kick-off will typically be three months after the RFP release date, and work on the projects will typically be between 9 to 18 months.

You are prohibited from discussing any sustainability project with city or partner organization staff, as this may disqualify you from submitting a proposal. Any questions on the overall SCAG Sustainability Planning Grant program should be directed to Marco Anderson, Program Manager, 213-236-1879, anderson@scag.ca.gov.

Integrated Land Use & Green Region Initiatives

Project Type	County	Subregion	Applicant	Project
Shared Vision Plans	1. Los Angeles	SFVCOG	Burbank	Golden State Implementation Study
	2. Los Angeles	GCCOG	Long Beach	Destination Uptown
	3. Los Angeles	LA CITY	Los Angeles County Metro	Union Station Civic Center
	4. Orange	OCCOG	Anaheim	Center City Corridors Plan
	5. Orange	OCCOG	Santa Ana	Sustainability Vision
	6. San Bernardino	SBCTA	Rancho Cucamonga	Empire Yards Station Specific Plan
Focused Purpose Plans	7. Imperial	ICTC	Imperial County Trans Commission	Imperial Valley Regional Climate Action Plan
	8. Los Angeles	SBCCOG	Carson	Neighborhood Mobility Plan
	9. Los Angeles	SGVCOG	Duarte	Town Center Traffic Plan
	10. Los Angeles	SGVCOG	Glendale	Streetcar Vision

	11. Los Angeles	LA COUNTY	Los Angeles County Planning	2030 Climate Action and Adaption Plan
	12. Los Angeles	NLAC	Palmdale	Integrated Sustainability Strategy
	13. Los Angeles	GCCOG	Norwalk	Firestone Corridor/San Antonio Village Vision
	14. Los Angeles	SGVCOG	South Pasadena	Climate Action Plan
	15. Los Angeles	GCCOG	Vernon	Transit Route Feasibility Study
	16. Orange	OCCOG	Mission Viejo	Core Area Specific Plan
	17. Orange	OCCOG	Placentia	Green Open Space
	18. Riverside	WRCOG	Corona	Climate Action Plan Update
	19. Riverside	WRCOG	Moreno Valley	Nason Street Corridor Phase II
	20. Riverside	WRCOG	WRCOG	SB743 Implementation
	21. San Bernardino	SBCTA	Colton	South Colton Revitalization Plan
	22. San Bernardino	SBCTA	Fontana	Urban Greening Landscape Plan
	23. San Bernardino	SBCTA	SBCTA	SB County Regional GHG Reduction Plan Update
	24. Ventura	VCCOG	Gold Coast Transit	Building Transit Communities
	25. Ventura	VCCOG	Santa Paula	SCS Consistency Framework for General Plan
Mini-Grants	26. Los Angeles	SGVCOG	Claremont	Claremont Locally Grown Power
	27. Los Angeles	GCCOG	GCCOG	Climate Action Planning Framework
	28. Riverside	WRCOG	Perris	Healthy Cities Challenge
	29. San Bernardino	SBCTA	SBCTA	Story Maps

Active Transportation

County	Project Type	Subregion	Applicant	Project
Imperial	30. Non-Infrastructure	ICTC	Imperial County	Safe Routes to School Project
Los Angeles	31. Non-Infrastructure	SGVCOG	Baldwin Park	Go Human Bike-Friendly Business Program
	32. Non-Infrastructure	SGVCOG	El Monte and South El Monte	Go Human Bike-Friendly Business Program
	33. Non-Infrastructure	SGVCOG	Los Angeles County Walnut Park	Walnut Park Demonstration Project

	34. Non-Infrastructure	SGVCOG	San Dimas	Arrow Highway Complete Street Demonstration
	35. Non-Infrastructure	SGVCOG	South El Monte	South El Monte Open Streets
	36. Non-Infrastructure	GCCOG	Long Beach DHHS	Long Beach Safe Routes to School Program
	37. Non-Infrastructure	LA CITY	Los Angeles DOT	Vision Zero Campaign - Media Development
	38. Non-Infrastructure	LA CITY	Los Angeles DOT	Vision Zero - Community-Based Outreach
	39. Active Trans Plans	GCCOG	Commerce	Active Trans. & Safe Routes to Schools Plan
	40. Active Trans Plans	LA CITY	Los Angeles Exposition Park	Exposition Park Active Transportation Plan
	41. Active Trans Plans	SGVCOG	SGVCOG	Greenway Network Implementation Plan
	42. Mini-Grants	SGVCOG	El Monte	First/Last Mile Transit Station Planning
	43. Mini-Grants	LA COUNTY	Los Angeles County	Vision Zero Action Plan
Orange County	44. Non-Infrastructure	OCCOG	OCTA	Partnerships With Police
	45. Non-Infrastructure	OCCOG	Santa Ana	Pedestrian and Bicyclist Education Campaign
	46. Active Trans Plans	OCCOG	Garden Grove	Safe Routes to School: Phase I Plan
Riverside	47. Non-Infrastructure	WRCOG	San Jacinto	Envision San Jacinto
	48. Non-Infrastructure	CVAG	Riverside Cnty Dept of Pub Health	Eastern Coachella Valley Safe Routes to Schools
	49. Active Trans Plans	WRCOG	Wildomar	Active Transportation Plan
San Bernardino	50. Non-Infrastructure	SBCTA	San Bernardino County	Safe Routes to Schools Program
	51. Active Trans Plans	SBCTA	San Bernardino County	Morongo Basin Active Transportation Plan
	52. Active Trans Plans	SBCTA	SBCTA	Redlands Rail Accessibility Plan
Ventura	53. Active Trans Plans	VCCOG	Ventura County	Safe Routes to School Master Plan
	54. Active Trans Plans	VCCOG	Thousand Oaks	Active Transportation Plan

Active Transportation - Additional Go Human Partnership Projects

County	Project Type	Subregion	Applicant	Project
Los Angeles	55. Non-Infrastructure	WSCCOG	Culver City	Go Human Partnership Project
	56. Non-Infrastructure	SGVCOG	Glendora	Go Human Partnership Project

	57. Non-Infrastructure	SFVCOG	La Canada Flintridge	Go Human Partnership Project
	58. Non-Infrastructure	SGVCOG	La Verne	Go Human Partnership Project
	59 Non-Infrastructure	SGVCOG	Pomona	Go Human Partnership Project
	60. Non-Infrastructure	SBCCOG	Rancho Palos Verdes	Go Human Partnership Project
	61. Non-Infrastructure	SGVCOG	West Covina	Go Human Partnership Project
	62. Non-Infrastructure	SBCCOG	El Segundo	Go Human Partnership Project
Riverside	63. Non-Infrastructure	WRCOG	Lake Elsinore	Go Human Partnership Project
	64. Non-Infrastructure	WRCOG	Hemet	Go Human Partnership Project
San Bernardino	65. Non-Infrastructure	SBCTA	Ontario	Go Human Partnership Project